

CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – RULES AND REGULATIONS

DEFINING A SPECIAL EVENT:

Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a permit. (Ordinance 2010-27, Chapter 8-12, Special Events)

SPECIAL EVENT PERMIT GUIDELINES:

1. The Applicant/Event Organizer completes a Special Event Permit Application including all necessary attachments and returns the completed application to City of Flagstaff, Recreation Services- Office of Community Events in-person, by mail, via fax or email.
2. The deadline for submitting Special Event Permit Applications is ninety (90) calendar days for Level A events; sixty (60) calendar days for Level B events; and fourteen (14) calendar days for Level C events prior to requested event date(s). Failure to do so will result in a late fee or denial of the permit.
 - Level A applications submitted between 55-89 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 55 days prior to the event date will be denied.
 - Level B applications submitted between 40-59 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 40 days prior to the event date will be denied.
 - Level C applications submitted between 10-13 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 10 days prior to the event date will be denied.
3. **Applications that are incomplete or not accompanied by the required information will not be accepted.**
4. All applications should include the following for initial submittal:
 - Completed and signed application (both signature lines)
 - Application fee
 - Certificate of insurance-see page 5 (valid for event dates, set up and tear down)
 - Complete and detailed site plan-see pages 7-8
 - Electrical Plan-see pages 10-11 (if applicable)
 - Submit IRS letter of nonprofit status-see page 3 (if applicable)
 - Traffic Control Plan-see pages 13-15 (if applicable)

SPECIAL EVENT PERMIT PROCESS

1. Administrative Review

- Once a special event application has been submitted, an administrative review by staff will be conducted to assess the completeness of the application.
- Administrative review time frame:
 - Level A: 10 working days
 - Level B: 10 working days
 - Level C: 3 working days
- The City shall issue a written notice of administrative completeness or deficiency within the defined administrative review time frame. Multiple departments within the City will provide a coordinated notice to the Office of Community Events. A list of deficiencies will be provided to the applicant and when compiled by the event producer are due back to the Office of Community events within the time frame below:
 - Level A: 27 working days prior to event date
 - Level B: 17 working days prior to event date
 - Level C: 5 working days prior to event date
- The time clock is stopped until the missing/corrected information is resubmitted to the City.
- Acceptance of completeness of a submittal is no guarantee of its approval.

2. Substantive Review

- Once the administrative review is complete and all requested information and documents have been submitted by the event producer, City staff will review the application on substance. It is after this review that the application will be approved or denied.
- By mutual agreement the City and the applicant may extend the substantive review time frame, but may not exceed 25% of the overall time frame.
- The City and applicant may mutually agree in writing to allow the City to submit supplemental requests for information during the substantive review.
- Substantive time frame:
 - Level A: 20 working days
 - Level B: 10 working days
 - Level C: 4 working days
- After the substantive review, the City may make one (1) comprehensive written request for additional information.
- The time clock is stopped until the missing/corrected information is resubmitted to the City.
- A list of deficiencies will be provided to the applicant and when compiled by the event producer are due back to the Office of Community events within the time frame below:
 - Level A: 5 working days prior to event date
 - Level B: 5 working days prior to event date
 - Level C: 2 working days prior to event date

3. Pre-event:

- If the nature of the event warrants, Recreation staff will schedule the event for an "informal review" by City staff. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.
- Upon meeting all requirements and payment of fees, an approved permit is issued to the Applicant/Event Organizer.
- After the event, the applicant/event organizer will also be apprised of "Status Standing" (i.e.: if conditions established by the City were not followed). The cost of cleaning and/or damages assessed and billed against the security deposit and remaining balances billed to Applicant/Event Organizer.
- The event producer is guaranteed exclusive use of the permitted municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The event producer must have the issued Special Event Permit in their possession at all times. The event producer has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire. If the violator(s) fail to exit the premises, the Flagstaff Police Department may be called for assistance.

PERMIT HOLDERS AGREEMENT:

The special event Applicant/Event Organizer/event organizer will be required to sign the Permit Holders Agreement prior to issuance of the Special Event Permit. By signing the Permit Holders Agreement, the permit holder(s) acknowledge and agree that they:

- Are aware of the non-refundable application fee
- Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment
- Will operate the event and use of any related equipment in a safe manner
- Will maintain in force, throughout the duration of the event, liability insurance coverage
- Will operate only from the areas specifically designated
- Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area
- Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule
- Will provide the City of Flagstaff, Recreation Services – Office of Community Events all necessary deposits (i.e. key and/or cleaning)

- Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity
- Will be responsible for any privately owned equipment left at the facility
- Will abide by all conditions of use
- Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received
- Will provide access to event in accordance and compliance with American Disabilities Act standards
- Will defend, indemnify and hold harmless the City of Flagstaff.
- Pursuant to City of Flagstaff Ordinance No. 2010-27, it is unlawful for any person in charge of, or responsible for the conduct of, a duly permitted special event to knowingly fail to comply with any term or condition of a special event permit.

FAILURE TO COMPLY:

Failure to comply with rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract
- Eviction from the premises
- Loss of future rental privileges
- Impact the Status Category of the event (Good Standing, Probationary Standing, Poor Standing)

ORGANIZATION STATUS

1. All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, club, school).
2. Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the tax exemption letter certifying your current tax exempt, non-profit status is required.
3. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

FEES AND DEPOSITS:

1. User fees and deposits must be determined per current Special Event Fees and Charges and required as stated in the policies.
2. Security deposits will be determined as follows: Events in "Good Standing" and new events will be required to pay the current stated security amounts; "Probationary" events will be required to pay 150% the stated security deposits; Events in "Poor Standing" will be required to pay 200%.
3. All fees and deposits for events will be due forty – five (45) business days prior to Level A event dates, thirty (30) business days prior to Level B event dates, and seven- (7) business days prior to Level C event dates, and may be paid by cash, check, money order, or credit card. The application fee is due at the time that the application is submitted to the Office of Community Events.
4. Parks, Recreation and/or Facilities Maintenance overtime/holiday burden rates will be charged to the Event Organizer in the following situations:
 - Parks, Recreation and/or Facilities Maintenance is required to perform maintenance duties outside of their normal working hours.
 - Parks, Recreation and/or Facilities Maintenance is required to repair municipal parks/facilities due to damage caused during the Special Event.
 - Event Organizer fails to perform adequate cleanup during and after the event.
 - Staff is required to be present due to non-compliance issues related to the permit.
 - Minimum of 2 hour call out time will be charged to the event producer.
5. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.
6. Upon the conclusion of the event, Recreation staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.

7. Deposit refund balances will be issued to Event Organizer within 30 days after all contract terms are met post-event.

CANCELLATIONS AND REFUNDS:

1. Written cancellation notice must be delivered to the Office of Community Events at least thirty (30) business days in advance of Level A event dates, fifteen (15) business days in advance of Level B event dates, and three (3) business days in advance of Level C event dates for a full credit of deposits and fees. Cancellations after that time may result in forfeiture of deposits and fees.
2. Application fees are non-refundable and are applicable regardless of event cancellation.
3. Event Organizer may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Flagstaff-Recreation Services is not obligated to provide an acceptable date to the Event Organizer postponing their event.
4. If the notice granting or denying the permit is not issued within the overall time frame, the City shall refund all fees charged for reviewing and acting on the application, and shall excuse the payment of as yet unpaid fees. The refund shall be made within 30 working days after expiration of the overall time frame of the agreed time frame extension without the applicant having to ask for a refund. City shall continue to process the application, and there is no longer any time frame within which it must be completed.

HOURS OF OPERATION:

1. Flagstaff City Code (8-11-001-005. Use By the General Public/Hours of Use)
 - Permitted hours of use must be between 5:00 a.m. and 10:00 p.m., Sunday through Thursday, and 5:00 a.m. and 12:00 midnight, Friday and Saturday, unless such person has acquired the appropriate permit from the City of Flagstaff, Recreation Services-Office of Community Events.
2. City Hall business hours between the dates of May 1st through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31st are 8:00 a.m. – 5:00 p.m.

MUNICIPAL PARK/FACILITY AVAILABILITY:

1. Special Event Permit Applications are accepted a maximum of one (1) year in advance of the event. If an organization/individual has established an historic event during the same time each year and rates in "Good Standing" or "Probationary Standing" that organization/individual will take precedence over any other submitted event proposed for the same time frame.
2. The Recreation Services Director and/or Community Enrichment Services Director have the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events. The Recreation Services Director and/or Community Enrichment Services also have the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.
3. The use of park property may not be granted when, as determined by the Recreation Services Director and/or Community Enrichment Services Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.
4. Applicant/Event Organizer must obtain a permit to use a municipal park/facility. This Special Event Permit will allow use for a maximum of three (3) days with one (1) day prior for set up and one (1) day post-event for tear-down. Event cannot occur during the set up and tear down dates.
5. The exclusive use of playground areas, skate parks, and BMX parks cannot be reserved by one group, and access to the area by the general public must be available at all times. The City of Flagstaff, Recreation Services-Office of Community Events does not permit special events in any City-owned skate park or BMX park.
6. Events held at Wheeler Park will be limited to a maximum number of 16 events per calendar year. Events with historic precedence will be given first priority.
7. When enclosed by fencing, the maximum capacity of Wheeler Park is limited to 4000 attendees. With the addition of the adjacent parking lot, the maximum capacity of Wheeler Park is limited to 4500 attendees. With the addition of the ½ closure of Aspen Ave directly adjacent to the park/parking lot, the maximum capacity is limited to 4750 attendees.

PRIVATE PROPERTY/TEMPORARY USE PERMITS:

1. Events Requiring a Temporary Use Permit
 - Events on private property may require a Temporary Use Permit issued by the Community Development Department Planning and Development Services.
 - Regulations governing temporary uses located on private property can be found in the Land Development Code. Contact the Planning and Development Services at (928) 213-2641 for information and permit procedures.
2. Events that do not require a Temporary Use Permit
 - Except as specifically provided in the Land Development Code, restrictions on temporary uses shall not apply to any use that is conducted entirely on private residential property, operated by the person, company, or organization owning the property, provided that the duration of the temporary use does not exceed forth-eight (48) hours and is repeated not more than four (4) times a year.
 - This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

INSURANCE:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and liquor liability (if applicable) naming the City of Flagstaff as additional insured.
2. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.
3. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the Event Organizer may use the following verbiage: "City of Flagstaff is listed as additional insured for any and all events held on City property."
5. Have insurance providers address the certificate to the attention of the City of Flagstaff Recreation Services and submit it with the Special Event Permit Application.
6. Minimum limits are as follows:
 - \$ 1,000,000 per occurrence
 - \$ 1,000,000 aggregate
 - \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
 - \$ 1,000,000 liquor liability insurance (if applicable)
7. Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
 - \$100,000 per occurrence for bodily injury
 - \$100,000 per employee for bodily injury by disease
8. \$500,000 aggregate for bodily injury by disease.
9. Additional limits may be required after review.
10. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
11. The following applies to Amusement Rides:
 - The State of Arizona through statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD).
 - This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated.
10. Contact City of Flagstaff Risk Management at (928) 213-2082 for more information.

TENTS OR CANOPIES:

1. Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Parks Department. If approved, the Applicant/Event Organizer must call Blue Stake (1-800-782-5348) at least five (5) days before the event to locate utilities. The Blue Stake notice number must be provided to Office of Community Event prior to any staking.

2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.
4. The Parks Department or Recreation Services-Office of Community Events will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted site plan.
5. Tents and membrane structures that have an area in excess of 400 square feet are to be manufactured of flame-resistant material or to be treated with an approved flame retardant. Tent-closed on more than 25% of all sides.

NOISE CONTROL:

1. Event amplification must end by 10:00 p.m. Monday through Sunday with the exception of Wheeler Park where event amplification must end by 9:00 p.m. All events with amplification may not begin amplified entertainment until 12:00 p.m. on Sundays and 9:00 a.m. Monday through Saturday.
2. It is the intent of the City Council of the City of Flagstaff to endeavor to provide citizens with an environment free from such excess sounds or noise as may jeopardize their health, welfare and safety, degrade the quality of life, the tranquility of a neighborhood, or the right to quiet enjoyment of personal property. Event Organizers must be mindful of noise generated by entertainment and equipment and how it may negatively affect the quality of life of nearby residents and businesses. Police may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints.
3. The City's Noise Ordinance Code 6-08 applies at all times.
4. If event staff decides not to comply with police submissions, the Flagstaff Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the Event Organizer.
5. The ability to offer live amplified entertainment in City-owned parks will be determined on a case-by-case basis, however the following rules will apply:
 - Wheeler Park - Speakers will be directed away from neighborhood areas. Speakers must be pointed in a northeast or eastern direction. Speakers may also be oriented in a "surround sound" set up, where speakers are faced into the event space.
 - Foxglenn Park - Speakers will be directed away from neighborhood areas.
 - Thorpe Park Multi-Use Field and Ponderosa Park - Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space.
 - Decibel levels read from 100 feet of the speaker locations must not exceed 90 decibels, "A" weighted.
 - Event Organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored by the event producer(s) and remain within the required decibels.
 - Working directly or in concert with the event producer, the Police Department and/or Recreation Services may lower decibel levels at any time during the event. The genre of music will not be used to determine whether to lower decibel levels.

BANNER AND SIGNAGE GUIDELINES:

1. Regulations governing temporary signs can be found in the Zoning Code 10-50.100.070 (Temporary Signs).
2. Intent to display banners must be indicated on the Special Event Permit Application.
3. Banners may be temporarily displayed in Wheeler Park and Heritage Square at designated locations on poles provided by Recreation Services – Office of Community Events for the day(s) listed on the permit.

4. Temporary signs associated with events restricted to a City park or other City-owned or operated public property, including streets, vacant land and parking lots, shall be reviewed and approved by the Recreation Services section in compliance with the Special Event Permit Policy;
5. Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
6. Banners must be identified on the Event Site Plan for placement on permanent structures and approval is required.
7. Banners may not be affixed to trees.
8. Banners may not be displayed on street medians, FUTS trails or within rights-of-way. An exception is the Downtown Banner Program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the Downtown Banner Program.
9. Event banners must remain within the event site.
10. Banners affixed to the City's banner pole sleeves may not exceed sixty (60) square feet in total area.
11. Banners affixed to temporary fixtures may not exceed twenty-four (24) square feet in total area.
12. Directional signage may be placed up to one day before the event and must be taken down one day after the event. Directional signage must not exceed an area of 6 square feet.
13. Banners shall only be hung for the days permitted by the event producer, which may include the set up day(s).
14. Banners may not promote products that are illegal to consume by the patrons attending the event.
15. Banner language or depictions may not be profane or obscene.

EVENT SITE PLAN:

Applicant/Event Organizer must submit, with the Special Event Permit Application, an event site plan that includes the event area or route, indicating the location of equipment and specific activity areas. Applications will not be accepted without the event site plan. The Event Site Plan must include all fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Event Site Plan must immediately be communicated to the Community Events Coordinator and a new illustrated Event Site Plan is required.

- Your event site plan should be submitted on an 8 ½" x 11" or 8 ½" x 14" format.
- Location of equipment and parking must be provided in the event site plan.
- Location of set up/tear down equipment and parking for those setting up the event.
- If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum fifteen feet (15') emergency access lanes throughout the event venue if the event involves the closure of any street.
- When closing streets, Fire Lanes are required; they must be approved and indicated on the Event Site Plan.
- The location of first aid facilities and ambulances.
- The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, Beer Gardens, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities.
- Direction that speakers will be pointing.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards (i.e. parking for the disabled, access areas, etc.)
- The Recreation Services Director and/or Community Enrichment Services Director or

designee has the right to adjust event site plans in order to protect the well being of the public.

- Other related event components not listed above.

ACCESSIBILITY PLAN

1. To comply with all City, County, State and Federal Disability Access requirements, an accessibility plan is required when submitting your application.
2. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
3. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
4. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths.
5. The use of truck track is required to cover electrical cables impeding access on paths of travel.
6. In order to mitigate tripping hazards, small electrical cords are required to be secured.
7. If all areas are not accessible a map or program must be provided to disabled attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

MEDICAL PLAN:

1. The Event Organizer is required to provide first aid and medical coverage for events open to the general public.
2. A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate supplies.
3. The station must have capability of calling "911" in case of a medical emergency.
4. The following matrix is provided as a tool in an effort to help determine the appropriate medical services needed based on the number of anticipated attendees.

PUBLIC ATTENDANCE	# OF FIRST AID STAFF	# OF FIRST AID STATIONS
200 – 1,000	1	1
1,001 – 10,000	2	1
10,001 – 14,000	4	2
14,000 +	4	2 + standby ambulance

SANITATION AND RECYCLING:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must arrange for trash and recycling services.
2. The provision of on-site containers for the collection of recyclable materials must meet the following standards:
 - Container Quantity- The number of recycling containers shall equal the number of solid waste containers.
 - Container Placement- The solid waste and recycling containers shall be placed next to one another throughout the event venue.
 - Accepted Materials- The types of recyclable materials suitable for deposit into each recycling container shall include, at a minimum, aluminum and metal cans, cardboard, and rigid plastic containers (#1-#7- except Styrofoam, plastic wrap, and plastic bags). Additional recycling materials may be collected as long as they conform to the City's current list of acceptable recycling materials. The most recent list may be obtained by visiting the City of Flagstaff website at www.flagstaff.az.gov/recycle.
 - Each recycling container shall be clearly identified as a recycling container and display a list of the types of recyclable materials that may be deposited into the container.
 - Recyclable materials deposited in to the recycling containers must be delivered to a recycling facility or dumpster for recycling, not a landfill or refuse dumpster for disposal.
3. Event Organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, Applicant/Event Organizers

may be billed an additional service charge to be determined according to time spent cleaning the waste (see staffing costs, Park Maintenance).

4. If City of Flagstaff recycling containers are used during the event and are returned contaminated with food or liquids the Applicant/Event Organizer will be billed a per container charge for cleaning.
5. Call Environmental Services at (928) 928-213-2110 for assistance in determining trash and recycling needs.

PORTABLE AND PERMANENT RESTROOMS:

1. Portable restrooms are required for any event estimating an attendance of 100 or more people. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements will be determined on a case-by-case basis. The Applicant/Event Organizer is responsible for contacting portable restroom vendors.
2. For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
3. For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
4. It is up to the Event Organizer to fully consider all aspects of their event (i.e. alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
5. Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these).
6. The American with Disability Act requires that 5% of all portable toilet units ordered be wheelchair accessible, or a minimum of one per order.
7. The City will charge the Applicant/Event Organizer for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use.
8. Portable units may not be placed on sidewalks or grass areas.
9. Portable toilets are to be removed immediately after the event or teardown time specified within the Special Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
10. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. Restrooms will be locked at night and opened in the morning during the event by the Applicant/Event Organizer to prevent unauthorized use. The Applicant/Event Organizer is responsible for any damage to the restrooms. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.

FOOD CONCESSIONS, VENDING, OTHER:

1. The Event Organizer is required to obtain a Special Event permit from the City of Flagstaff Tax, License, and Revenue Division for each event.
2. Applicant/Event Organizer will be required to provide a list of all individuals scheduled to sell merchandise, food or other items at least fourteen (14) days prior to the event. The information must include company name, contact person, address, phone number and current City business license number if applicable. All information is confidential and is for City Tax and Licensing use only.
3. Contact the City Tax and Licensing Department at (928) 213-2251 for more information.
4. If there are vendors at the event, the Applicant/Event Organizer must collect a \$15.00 fee from each vendor that does not already have a City Sales Tax or Business License. The fees and list of vendors must be submitted to the Tax, License, and Revenue Division on the following business day after the event.
5. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.
6. Overnight camping within City limits unless in a designated camp site is not permitted per Land Development Code (City Code Chapter 8-1)-001-0010 Prohibited Activities).

7. Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Office of Community Events).
8. Applicant/Event Organizers will specify the location of all proposed food booths.
9. Include location of vendors on site plan submitted with your application. Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.
10. Applicant/Event Organizers are responsible for obtaining County Health Permits for food handling, preparation and public distribution. Contact (928) 679-8750 for more information regarding County Health Permits.
11. Food vendors must be self-contained.
12. Fire extinguishers are required per Fire Department regulations.
13. Applicant/Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.
14. Provide electrical amperage draws for equipment when submitting your application.
15. The Special Event permit will allow you exclusive control and regulation of any concessionaires/vendors within your defined venue.
16. For vendors with a table or tent who are not selling services or merchandise, a general use permit is required and applicable fees will apply. A special event permit is not needed. The general use permit does not guarantee "exclusive use of the area". The general use permit will not be issued if a "special event" is permitted for the space. More than one general use permit may be issued for a facility or park.

POTABLE WATER:

1. Recreation Services does not provide water connections for events.
2. There are two water needs options available for Event Organizers:
 - Water can be hauled to the site. The City of Flagstaff does not provide recommendations for water delivery vendors.
 - Water can be supplied by a Hydrant Meter at the event location if available. Fees and deposits may apply.
3. Hydrant Meter set-up and removal will only occur Monday-Friday from 8:00 a.m. – 3:00 p.m.
4. Event Organizers are responsible for hydrant meter, all consumption recorded on hydrant meter, and backflow device.
5. Event Organizers must contact the Customer Service Manager seven (7) business days prior to the event at (928) 213-2230 to set up service.
6. For after hours emergencies, call (928) 774-0262.

ELECTRICAL INFORMATION:

1. Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with Truck Tracks to prevent any tripping hazards.
2. Generators larger than 25 Kva or 25,000 Watts require an over-the-counter electrical permit from Development Services Division (contact 928-213-2618.) The following rules apply:
 - A licensed electrical contractor is to be used for installation and set up and must be on site during inspection with City Electrical Inspector.
 - Inspection of generator set-up is required. Additional fees apply when an inspection must occur during non-City Hall business hours. If an event requires multiple generators, a fee per generator is charged and added to the basic permit fee.
 - If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and the after hour inspection if applicable.
 - For more information on generator permit costs refer to the Special Event Fees and Charges.
 - Larger generators may require a grounding stake. The location of each generator must be on the submitted site plan and approved by the Parks Department. Blue Stake (1-800-782-5348) may be called if a generator requires staking.
 - A fire extinguisher must be kept near generators. Minimum size: 2A-10BC.

- All generators associated with the event must be turned off (with exception of a whisper-watt quiet generator approved by the Office of Community Events staff) concurrently with the event ending each evening.
- Event Organizers may supply those in need of overnight electrical use access to the City electrical pedestal or direct them to legal camping locations where generator use does not impact residential areas. The power provision excludes power to overnight facilities such as Recreational Vehicles, camper trailers, etc. The power is for event related tents and event equipment ONLY. Violators will be charged a \$100 fee.

ELECTRICAL PLAN:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an electrical site plan indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up.

- The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. A less extensive plan must still be submitted for those using minimal electricity. The plan must be approved Facilities Maintenance Superintendent and the City Electrician at least 7 days prior to the start of the event.
- The City will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.

FLAGSTAFF POLICE DEPARTMENT SERVICE INFORMATION & SECURITY PLAN:

1. Depending on the nature of the Event Organizer may need to provide professional security services and/or law enforcement.
2. An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Flagstaff Police Department.
3. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizers will be billed at the full overtime/holiday burden rate of the individual officer(s) working the event. Applicant/Event Organizers are reminded that officers working special events, although assigned specifically to the particular event, are employees of the City of Flagstaff and do not work for the Applicant/Event Organizer.
4. Special events that generally require Police Department presence are those that:
 - Involve the sale and consumption of alcohol
 - Involve other public safety risks such as parades, sizeable attendance, high profile or other factors potentially adverse to community tranquility and peace.
5. Applicant/Event Organizers should consider all security factors early in the special event planning process and coordinate with the Flagstaff Police Department as soon as possible.
6. The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.
7. The Flagstaff Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.
8. If the prescribed numbers of Flagstaff Police Department Officers or private security guards are not provided, or prove inadequate, the Flagstaff Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization.
9. The Flagstaff Police Department may be reached at (928) 774-1414 or (928) 214-2532 for more information.

FLAGSTAFF FIRE DEPARTMENT SERVICE INFORMATION:

The Flagstaff Fire Department will consider and require the following items:

1. Tents and membrane structures that have an area in excess of 400 square feet are to be manufactured of flame resistant material or to be treated with an approved flame retardant. A tent is closed on more than 25% of all sides. A canopy is open on 75% of all sides.
 2. Vendors using heat, spark, or flame producing equipment must keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
 3. Food preparation inside an enclosed self-contained structure, producing grease laden vapors, must be equipped with an approved, type 1, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
 4. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Flagstaff Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
 5. Tents where cooking is performed shall be separated from other tents, canopies or other membrane structure by a minimum of 20 feet.
 6. Compressed gas bottles/cylinders must be stabilized to prevent tipping or falling over.
 7. Extension cords must be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and must only be plugged into a 3-pronged receptacle.
 8. Liquid or gas fueled appliances must be in good repair without fuel leaks or frayed electrical cords. Extra fuel must be kept in containers approved for that use and must not exceed 5 gallons in capacity.
 9. When closing streets, 15' fire lanes are required. They must be approved and indicated on the site plan and Traffic Control Plan. Additionally, parking on adjacent streets must be monitored to ensure passage is not obstructed and temporary "No Parking" signs must be installed where needed.
 10. Heritage Square is built above an underground parking garage. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed below. The occupancy load must not be exceeded throughout the event. Use barricades and persons with counters to enforce the maximum occupancy loads.
 - The maximum occupancy load for Heritage Square is 1269 people, with the breakdown of distribution as follows:
 - Plaza Area- 957 people
 - Steps- 230 people
 - Stage- 82 people
- When the Fire Department determines the occupancy load limits are not being enforced, off duty Flagstaff Fire Inspector(s) will be called to this event to monitor the occupancy loads until the event ends and to ensure that the occupancy load is not exceeded. The Event Organizer or Applicant/Event Organizer will be billed a per hour fee for each Fire Inspector.
11. Upon review of the Special Event Permit Application, the Fire Prevention Inspector may require that an on-site inspection take place. If so, the Applicant/Event Organizer will be notified and will then have five (5) working days prior to the event to schedule an inspection. Make an appointment with a Fire Prevention Inspector by calling (928) 213-2500 or by visiting the Fire Department Administration Office located in City Hall, 211 W. Aspen Ave.
 12. Banners, signs, arches, and objects shall not be strung or erected across any portion of the street or fire department access; unless the clearance below any part of the object is 13'6" or higher, and the width is one traffic lane wide. Arches placed in the traffic lane shall have a clearance of at least 13'6" from side to side, and shall not diminish the width of one street lane at the base.

PARKING LOT USE & CLOSURES:

1. The City Hall north parking lot, also known as the Wheeler Park parking lot, may not be fully closed to the public during hours of operation. Half closures are allowed one workday prior to the event in order to allow safe set-up of equipment. A loading/unloading zone must be specified within the Event Site Plan.
2. With the exception of the allowable half closure indicated above, City Hall parking lots (west and north) may not be closed for event purposes during City Hall operating hours.
3. Event Organizers, volunteers, vendors, contracted personnel and attendees are not permitted to park in the Library parking lot.
4. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification one (1) days prior to the affected date.
5. During City Hall non-business hours vendors should park at other locations in order to provide ample event attendee parking.
6. It is the responsibility of the Event Organizer to ensure that vendors, delivery vehicles, staff, or anyone associated with the implementation of the event does not park in any non-permitted parking lots during normal business hours.
7. City Hall business hours between the dates of May 1st through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31st are 8:00 a.m. – 5:00 p.m.

PARKING AND SHUTTLE PLAN

1. A Parking and/or shuttle plan is recommended for all events and may be required for certain types of events, to be determined by the Office of Community Events, for the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which your event will take place. Parking, traffic congestion and environmental pollution are all factors of concerns with events that should be addressed in this plan.
2. The use of carpools, public transportation and alternate modes of nonpolluting transportation should be used whenever possible.
3. Accessible parking and/or access in your event plans must be included.

COMMUNITY OUTREACH:

1. It is recommended that Level "A" events conduct community outreach in the neighborhood surrounding the park.
2. Residents, participants or event producers who wish to register feedback about events should call 928-213-2318.

STREET CLOSURES:

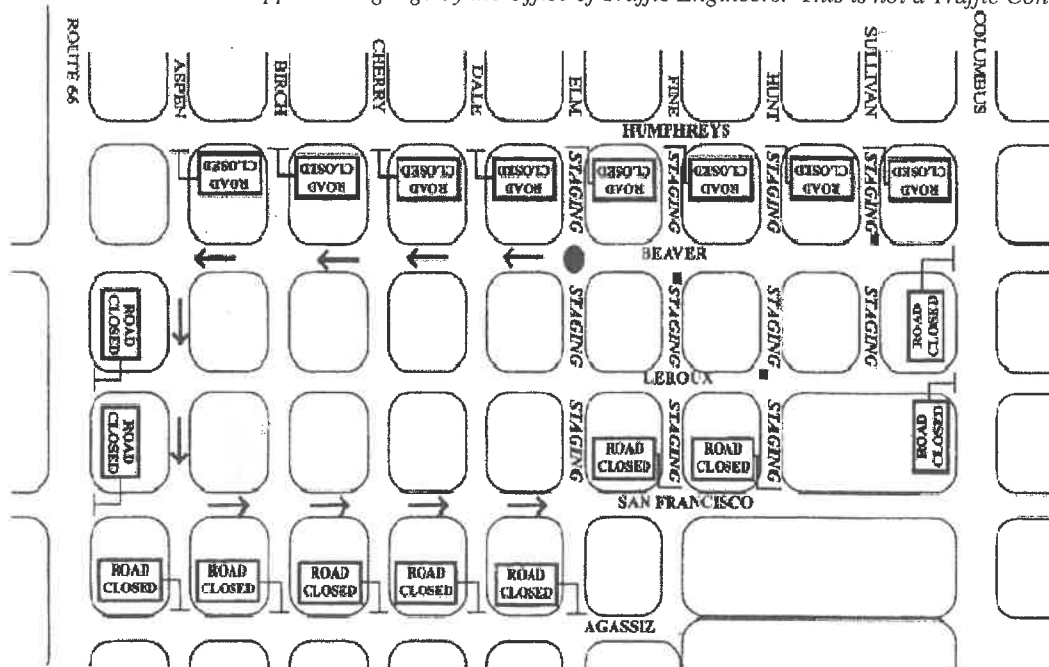
1. Street closures may occur when affiliated with outdoor special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure will be illustrated through an event site plan and Traffic Control Plan which are required with the Special Event Permit Application. Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer.
2. All street closures must allow for fire lane access during the event.
3. The Police Department will determine if the special event and street closure requires uniformed personnel present at the event.
4. The Applicant/Event Organizer must notify merchants and residents affected by the street closure (those residents and merchants located on the route or street closure; within the perimeter of the route or street closure; and those within a one block radius of the street closure) no later than two weeks (14 calendar days) prior to the event and no sooner than thirty (30) calendar days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the City of Flagstaff, Recreation Services - Office of Community Events no less than two weeks (14 calendar days) prior to the event.
5. Event Organizer must provide a parking attendant for the Library parking lot when the Aspen Avenue (between Humphreys and Sitgreaves) entrance is blocked by a full or partial street closure. This parking attendant is responsible for monitoring safety and availability of parking spaces for library patrons.

6. One-way streets may not be closed in the Downtown Historic District (bordered by Humphreys Street, Route 66, San Francisco Street, Cherry Avenue and Birch Avenue east of Humphreys) except for:
 - Parades
 - Community-wide events for all ages when there are no other venues available. Other locations include any outdoor location owned by the City large enough to occupy a community-wide event. Other venue availability is determined by previously reserved activities that may conflict with a community-wide event. If there are not conflicts, other venues are preferred and will be approved for use in replacement of one-way street closures.
7. Two-way (both directions), single block side street full closures are permitted except for:
 - The full or half closure of Birch Avenue between Humphreys Street and Sitgreaves.

PARADES, MOTORCADES, WALKS AND RACES:

1. Detailed illustration of event routes, assembly, and disassembly areas are to be included on the Event Site Plan and submitted with the Special Events Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing any items from parade floats is strictly prohibited.
3. When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (AZ State highways, railroad, National Forest Service, etc.) The approval must be submitted with the Special Event Permit Application.
4. The Applicant/Event Organizer is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Contact the Streets Section at (928) 774-1605 for rates and availability.
5. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the Event Organizer.
6. Contact the Flagstaff Police Department to discuss police escorts.
7. Portable restrooms are required along the parade route for event attendee use.
8. The following route is the Standardized Parade Route available to Applicant/Event Organizers for the Historic Downtown Business District. With the exception of the following annual parades, Armed Forces Day Parade, 4th of July Parade, NAU Homecoming Parade and the Northern Lights Holiday Parade, the proposed use of the Standardized Parade Route must be approved by Council.

** The route below does not include approved signage by the Office of Traffic Engineers. This is not a Traffic Control Plan.*



TRAFFIC CONTROL PLAN:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.

- The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved, the Traffic Control Plan must be executed by a certified technician from the barricade company.
- This must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area.
- Include/indicate the proposed parade/race route, if applicable.
- Traffic Control Plans must be dated and approved for the current year.
- Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer.
- The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs.
- Traffic Control Plans must be finalized and approved by the Office of Traffic Engineers at least seven (7) business days prior to the event.\
- "All flaggers shall be Certified per ARS 28-653,2001 and shall receive and review the COF – Volunteer Flagger Informational Handout."

Applications will not be processed without a current Traffic Control Plan as described above.

ALCOHOL:

1. An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Flagstaff Police Department. Liquor licenses are distributed by the State of Arizona but require the approval of the municipality and/or county in which the event is being proposed.
2. Special Event Liquor License applications are available at the City Clerk's Office located in City Hall, 211 W. Aspen Ave or contact (928) 213-2076 for additional information. After completing the application, the Applicant/Event Organizer must deliver or send the application to the Police Department for review no later than seventy-five (75) days prior to the event.
3. Flagstaff Police Department Special Event Liquor License Applications will not be processed without a copy of the Special Event Permit Application and Site Plan from the Office of Community Events.
4. The Police Department will not approve an application for a Special Event Liquor License if the application involves the closure of a street for the primary purpose of providing more square footage to the Applicant/Event Organizer for the sale and consumption of alcoholic beverages.
5. Council approval must be received in order for a Special Event Permit to be issued for any event proposing to serve alcohol at Heritage Square.
6. If three or more alcohol-related criminal acts occur at an event with alcohol, a "Beer Garden" (see below) will be mandated for the next year of your event. If no violations occur the following year, the Beer Garden requirement is open to negotiation. If there are three (3) or more violations the subsequent year occur with the Beer Garden in place, the Flagstaff Police Department may deny your permit.
7. If mandated, the following guidelines apply:
 - Beer Garden must be enclosed by an approved barrier.
 - The entrance and exit must be properly marked.
 - Entrance and exit must be staffed with security personnel who are checking identifications.
 - Only those over the age of 21 are allowed in the Beer Garden unless with a parent or guardian.
 - Those over 21 must be given bracelets to identify them as over 21.
 - No over-serving.
 - No drinks are allowed to leave the Beer Garden.
 - Depending on event size, more than one Beer Garden may be approved.

EQUIPMENT RENTAL:

1. Mats may be picked up at the Office of Community Events the day prior to the event and must be returned the next business day following the event.
2. An appointment must be made in order to pick up banner poles.
3. The Applicant/Event Organizer and City staff must mutually inspect and agree on the condition of the equipment prior to the event and upon return of the items.
4. It is the responsibility of the Applicant/Event Organizer to demonstrate to staff that they fully understand the safe operation of any equipment rented.
5. Rentals are available on a first-come, first served basis.
6. It is the responsibility of the Applicant/Event Organizer to pay the cost to replace or repair any damaged equipment.
7. Fees:
 - Mats: \$5.00 per mat per weekend
 - Banner Poles: \$5.00 per 3 poles per weekend

CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – STATUS POLICY

A. PURPOSE OF STATUS POLICY:

The purpose of this policy is to provide an objective and uniform process to determine to whom the City of Flagstaff - Recreation Services will permit and under what terms it will permit.

B. POLICY GOALS:

The goals of this policy are to:

1. Establish an objective and fair application process to determine to whom the City of Flagstaff will and will not permit and what fees, deposits, and special conditions will be applied to each event;
2. Ensure all traditional and non-traditional municipal park/facility users comply with City of Flagstaff Recreation Service's Special Event Status Policy and the Rules and Regulations.
3. Ensure that all event producers have signed contracts that outline exact expectations and limitations of their use.
4. Ensure the event is safe and creates a minimal impact on the community surrounding the event.
5. Ensure that those who do not follow rules and regulations are subject to consequences such as impact to the Status Category of the event, loss of future rental privileges, eviction from the premises, and/or termination/cancellation of event or rental contract.

C. APPLICATION CONSIDERATIONS:

All Special Event Permit Applications will be evaluated on the following:

1. Availability of municipal park/facility on requested date(s).
2. Accordance between requested municipal park/facility use and municipal park/facility's intended purpose.
3. Ability of municipal park/facility to safely accommodate event without experiencing physical or resource damage.
4. Prior history of event.

D. STATUS OF EVENT AND APPLICABLE SECURITY DEPOSITS:

All City of Flagstaff Special Event applicants will be categorized into one of the following groups and assessed variable deposits:

1. *Probationary Standing* – Event producers and events that were not returned a full or partial deposit the previous year due to municipal park/facility damage or Special Event Permit violations may be considered "Probationary." Events in this category will be assessed refundable cleaning/damage deposits at 150% the standard amount. If the event is conducted as agreed to in the Special Event Permit, deposits will be returned and the event or event producer will be moved to "Good Standing" for the next event or year.
2. *Good Standing* – Events or event producers who comply with City of Flagstaff Recreation Services' Rules and Regulations, leave the municipal park/facility in an acceptable manner, and are returned all refundable cleaning/damage deposits following their events may be considered "Good Standing." These events will be charged standard deposits as listed on the current Fee Schedule.
3. *Poor Standing* – If special event standards are not met while the event is in "Probationary Standing", then the event and event producer(s) will be moved into "Poor Standing." Events that acquire this status due to improper use of municipal park/facilities will lose historic precedence. Events in this category will be assessed deposits at 200% the standard amount. If the event is conducted as agreed to in the Special Event Permit, deposits will be eligible to be returned and the event or event producer may be moved to "Probationary" standing for the

next event or year, however if the event is not conducted as agreed, deposits will not be returned and the event will be refused a Special Event Permit for the following event or year.

4. *New Events*— New special events enter the system in Probationary Standing. These events will be charged standard deposits as listed on the current Fee Schedule.

Regardless of an event's classification within this system, events or event producers which have caused severe damage, and/or violated the law may be denied further municipal park/facility usage at any time by the Recreation Services Director and/or Community Enrichment Services Director.

E. SPECIAL EVENT PERMIT PROCESS:

1. Prospective Event Organizers must submit a complete Special Event Application accompanied by all required documentation specific to the proposed event. Applications will not be considered without the required documentation.
2. Prospective Event Organizers must provide complete applications according to the following schedule:
 - **Level A** permit applications must be received by the Office of Community Events no later than ninety (90) calendar days prior to actual date of your event.
 - Level A applications submitted between 55-90 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 55 days prior to the event date will be denied.
 - **Level B** permit applications must be received by the Office of Community Events no later than sixty (60) calendar days prior to actual date of your event.
 - Level B applications submitted between 40-60 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 40 days prior to the event date will be denied.
 - **Level C** permit applications must be received by the Office of Community Events no later than fourteen (14) calendar days prior to actual date of your event.
 - Level C applications submitted between 10-14 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 10 days prior to the event date will be denied.

F. EVENT LEVEL DEFINITIONS:

Level A:

- Event may occur during a single day or multiple days.
- Event may involve street closures and detouring, impacting, or stopping of traffic.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Extensive use of equipment (i.e. stage, sound system, booths, tents, fencing, barricades, etc).
- Event may require electricity and other utilities.
- Alcohol may be sold and/or distributed to the general public.

Level B:

- The event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Admission or entry fee may be charged.
- Food may be sold to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Moderate use of event equipment, i.e. stage, PA system, chairs, tables.
- May or may not require electricity.

Level C:

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- There will be no food sales.
- Food may be distributed to the general public.
- No merchandise sales.
- May or may not involve live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

G. PRIORITY OF USE

Applications will be routed and evaluated on a case-by-case basis. Priorities for assigning City-owned municipal park/facilities for special events are as follows:

- Priority 1: Events sponsored or co-sponsored by the City of Flagstaff.
- Priority 2: Events that have established historic precedence and remain in "Good Standing" or "Probationary standing".
- Priority 3: Events organized by the Flagstaff Unified School District #1 (Per IGA).
- Priority 4: Events organized by Flagstaff based non-profit organizations with proceeds providing assistance to the organizer or another Flagstaff based non-profit organization (requires proof of nonprofit status).
- Priority 5: Events organized by private businesses, non-profit organizations not based in Flagstaff, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Flagstaff based non-profit organizations.

H. SPECIAL REQUIREMENTS

Special requirements made by Departments on the Routing Committee will be specified, in writing, to the Event Organizer upon completion of the routing process. By signing the Permit Holder's Agreement, the Event Organizer agrees to comply with and accepts these requirements. The City of Flagstaff retains the authority to cancel an event at any time, including when in progress, if these special requirements are not met or if public safety is jeopardized.

I. APPEAL PROCESS

If your application or parts of your application have been denied, the applicant may submit a written appeal to the Office of Community Events within 10 working days of the denial. Once confirmation of written appeal has been accepted, it will be reviewed by staff and/or the City Manager's office.

City Contacts for Special Events

Building Safety Electrical Permits/Generators	(928) 213-2618
City Clerk (Liquor License)	(928) 213-2076
Community Development (Private Property)	(928) 213-2641
Convention & Visitors Bureau	(928) 779-7611
Environmental Services (Trash/Recycling)	(928) 213-2110
Fire Department	(928) 213-2500
Recreation Administration	(928) 213-2300
Community Events Coordinator	(928) 213-2311 or (928) 213-2312
Parks Maintenance	(928) 774-2868
Police Department	(928) 214-2532
Risk Management (Insurance)	(928) 213-2082
Tax & Licensing (Sales Tax Permit/License)	(928) 213-2251
Traffic Engineering (Street Closures)	(928) 213-2606
Utilities/Water Needs (Customer Service)	(928) 213-2230
Utilities After-Hours Emergencies	(928) 774-0262

Community Contacts for Special Events

Coconino County Parks and Recreation/Fort Tuthill	(928) 679-8000
Coconino County Environmental Health Department	(928) 679-8750
Mountain Line Transit	(928) 779-6624
Blue Stake	(800) 782-5348
Arizona Department of Transportation	(928) 774-1491

Checklist (if applicable)

Required information for initial submittal (Applications will not be accepted without this information):

- ☐ Completed and signed application
- ☐ Application fee
- ☐ Certificate of insurance-see page 5 (valid for event dates, set up and tear down)
- ☐ Complete and detailed site plan-see pages 7-8
- ☐ Electrical Plan-see pages 10-11 (if applicable)
- ☐ Submit IRS letter of nonprofit status-see page 3 (if applicable)
- ☐ Traffic Control Plan-see pages 13-15 (if applicable)

Other:

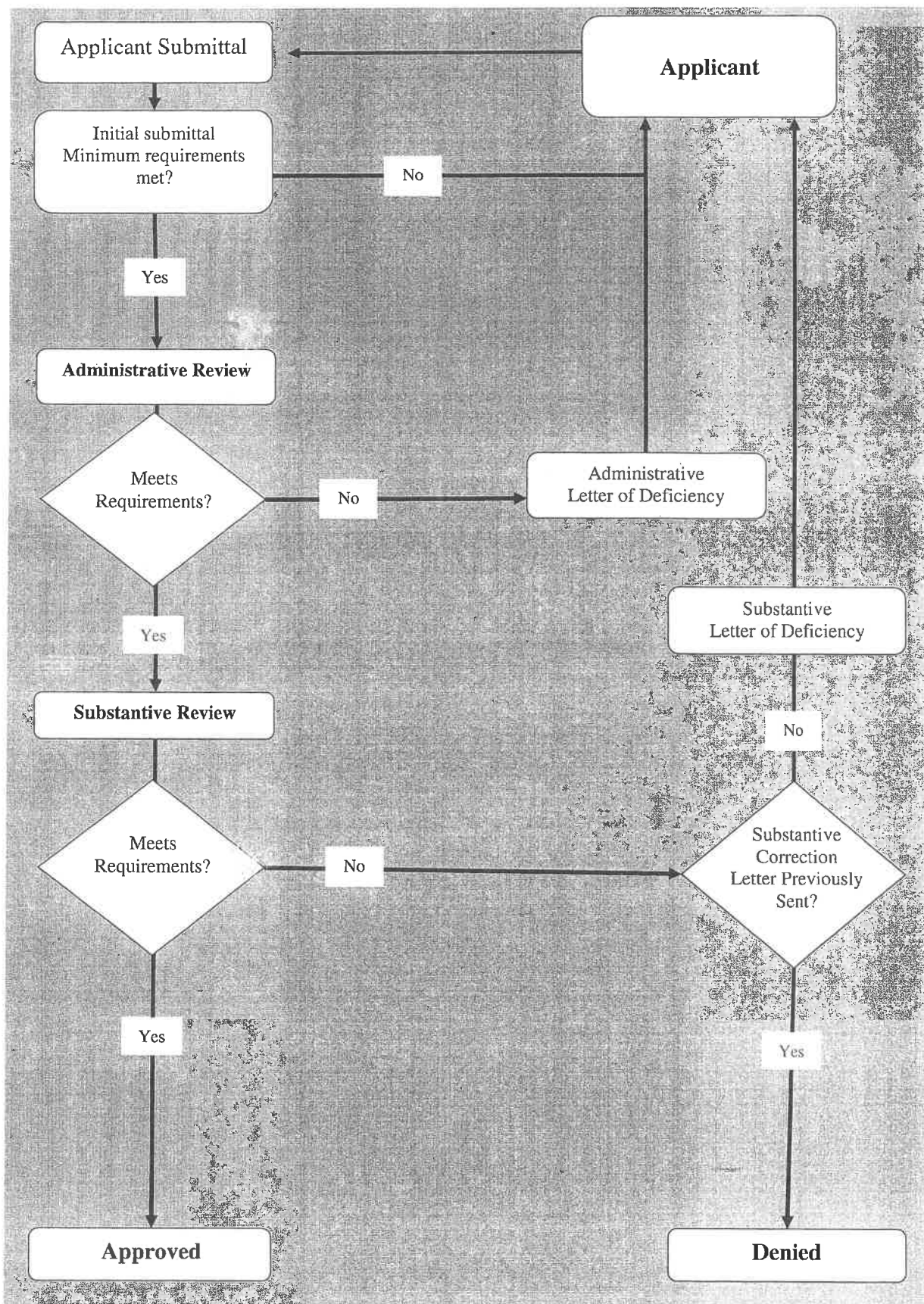
- ☐ Permit holder's agreement-see pages 2-3
- ☐ Walk-through (dependent upon the event)
- ☐ Trash/Recycling scheduled-submit invoice or receipt
- ☐ Portable restrooms scheduled-submit invoice or receipt
- ☐ Electrical Plan-see page 10-11 (if applicable)
- ☐ Schedule security or police-submit invoice or receipt (if applicable)
- ☐ Submit City tax information to Tax & Licensing Dept-2 weeks prior to event (if applicable)
- ☐ Obtain County health permits (if applicable)
- ☐ Pay permit fees-see page 3 for deadlines and page 23-end of packet for fee matrix
- ☐ Schedule a fire inspection (if applicable)
- ☐ Obtain a permit for a tent-see pages 5-6 (if applicable)
- ☐ Conduct flagger training (if applicable)
- ☐ Write and deliver a letter to anyone impacted by a street closure (submit letter and confirmation of delivery)-see page 13 (if applicable)
- ☐ Obtain an ADOT permit (submit approved permit, issued by ADOT to Community Events) (if applicable)
- ☐ Notify Mountain Line Bus Transit of any street closures or impacts (if applicable)
- ☐ Schedule a water meter (if applicable)
- ☐ Obtain a liquor license (submit approved license, issued by the AZ State Liquor Board to Community Events) (if applicable)
- ☐ Obtain a generator permit-see page 10 (if applicable)
- ☐ Schedule a street sweeper-see page 14 (if applicable)
- ☐ Schedule parking attendants for the library on Aspen Ave-see page 13 (if applicable)
- ☐ Key contract and deposit for key to the City electrical boxes at Heritage Square or Wheeler Park (if applicable)

Timeline Matrix

	Permit Due (Calendar Days)	Last Possible Date to Accept App (Calendar Days)	Admin Review (Work Days)	Event Producer Admin Requirements Due (Work Days)	Substantive Review (Work Days)	Event Producer All Items Submitted (Work Days)
Level A	90 days	55 days	10 days	27 days prior to event date	20 days	5 days prior to the event date
Level B	60 days	40 days	10 days	17 days prior to event date	10 days	5 days prior to the event date
Level C	14 days	10 days	3 days	5 days prior to event date	4 days	2 days

ADMINISTRATIVE REVIEW
A: 10; B: 10; C: 3 working days

SUBSTANTIVE REVIEW
A: 20; B: 10; C: 4 working days



Admission/Pass/Facility/Equipment	Approved Fees 9/1/2014
Special Events - Other Areas Reserved in Parks for Exclusive Use (Note 5, 9)	
Refundable Deposits (per event)	
A & B Events	\$350.00
C Events	\$100.00
Special Event Application Fee	
"A" Events	\$70.25
"B" Events	\$53.50
"C" Events	\$35.50
Late Fee	
"A" Events	\$125.25
"B" Events	\$94.00
"C" Events	\$65.25
Most Sites - excludes Wheeler, Heritage Square, Parking, Street Closure, Event Series, Ramada Rental (Note 5, 9, 10)	
Half Day - 7 Hours or Less	
Individuals/Private Gatherings on City Property	\$26.50
Non-Profit Community Organizations/Public Gatherings on City Property	\$52.50
Commercial, For-Profit, or Out of Community Organizations on City Property	\$104.50
Full Day - More than 7 Hours	
Individuals/Private Gatherings on City Property	\$42.00
Non-Profit Community Organizations/Public Gatherings on City Property	\$83.75
Commercial, For-Profit, or Out of Community Organizations on City Property	\$169.75
Heritage Square/Wheeler Park (Note 5)	
Half Day - 7 Hours or Less	
Individuals/Private Gatherings on City Property	\$59.00
Non-Profit Community Organizations/Public Gatherings on City Property	\$59.00
Commercial, For-Profit, or Out of Community Organizations on City Property	\$117.75
Full Day More than 7 Hours	
Individuals/Private Gatherings on City Property	\$91.50
Non-Profit Community Organizations/Public Gatherings on City Property	\$91.50
Commercial, For-Profit, or Out of Community Organizations on City Property	\$183.00
Event Series (Note 5,9) - each day, per event	
Half Day - 7 Hours or Less	
3-6 events	\$23.50
7-12 events	\$20.00
13-24	\$15.75
25+	\$12.00

Admission/Pass/Facility/Equipment	Approved Fees 9/1/2014
<i>Full Day - More than 7 Hours</i>	
3-6 events	\$32.00
7-12 events	\$26.25
13-24	\$21.50
25+	\$16.00
<i>Half Day Commercial - 7 Hours or Less</i>	
3-6 events	\$36.00
7-12 events	\$30.00
13-24	\$24.00
25+	\$18.00
<i>Full Day Commercial -More than 7 Hours</i>	
3-6 events	\$50.00
7-12 events	\$41.75
13-24	\$34.25
25+	\$25.75
Parking Lot Closure for Events -excludes Wheeler and City Hall Lots (Note 5)	
<i>Half Day - 7 Hours or Less</i>	
Individuals/Private Gatherings on City Property	\$29.00
Non-Profit Community Organizations/Public Gatherings on City Property	\$29.00
Commercial, For-Profit, or Out of Community Organizations on City Property	\$57.75
<i>Full Day - More than 7 Hours</i>	
Individuals/Private Gatherings on City Property	\$45.75
Non-Profit Community Organizations/Public Gatherings on City Property	\$45.75
Commercial, For-Profit, or Out of Community Organizations on City Property	\$91.50
Wheeler Park & City Hall Parking Lot Closure for Event (Note 5)	
<i>Half Day - 7 Hours or Less</i>	
Individuals/Private Gatherings on City Property	\$56.50
Non-profit/Community Organization on City Property	\$39.50
Commercial, For-Profit, or Out of Community Organizations on City Property	\$78.50
<i>Full Day - More than 7 Hours</i>	
Individuals/Private Gatherings on City Property	\$65.25
Non-Profit Community Organizations/Public Gatherings on City Property	\$65.25
Commercial, For-Profit, or Out of Community Organizations on City Property	\$130.25
Street Closure/Parade - Per Street Block (Note 5)	
<i>Staging Area</i>	\$31.25
<i>Half Day - 7 Hours or Less</i>	
Non-Profit	\$12.50
Commercial, For-Profit, or Out of Community Organization	\$25.25

Admission/Pass/Facility/Equipment	Approved Fees 9/1/2014
Full Day - More than 7 Hours	
Non-Profit	\$19.00
Commercial, For-Profit, or Out of Community Organization	\$37.75
Overnight (10pm - 8am)	\$26.50
Wheeler Park & Heritage Square Electrical Use	
Half Day - 7 Hours or Less	
"A", "B" Events	\$42.00
"C" Events	\$22.00
Full Day - More than 7 Hours	
"A", "B" Events	\$70.25
"C" Events	\$35.25
Event Series - Each Day of Use	
Half Day - 7 Hours or Less	
"A", "B" Events	\$11.50
Full Day - More than 7 Hours	
"A", "B" Events	\$22.75
Event Equipment Rental - each pair, per event	
Banner poles (pair)	\$8.50
Downtown Banner (Note 7) - each	
North Downtown	
A Pricing (Premium)	
1-3 month display	\$64.50
4-6 month display	\$80.75
7-9 month display	\$106.00
10-12 month display	\$133.00
B Pricing (Mid-Range)	
1-3 month display	\$42.00
4-6 month display	\$64.00
7-9 month display	\$84.00
10-12 month display	\$106.00
C Pricing (Outlining Areas)	
1-3 month display	\$35.25
4-6 month display	\$52.75
7-9 month display	\$70.50
10-12 month display	\$87.50
South Downtown	
4-6 month display	\$53.75
7-9 month display	\$80.75
10-12 month display	\$133.25

Increases rounded to the next quarter for admissions and facility fees and the next dollar for passes

Future rate increases will be based on a Consumer Price Index (C

Admission/Pass/Facility/Equipment	Approved Fees 9/1/2014
Outdoor Courts	
Basketball, Handball, Horseshoe, Volleyball - hourly per court	
<i>Reserved Practice and Game Allocations</i>	
Individuals	\$3.50
Youth Non-Profit Community Organizations	\$2.00
Adult Non-Profit Community Organizations	\$3.50
Commercial, For-Profit, or Out of Community Organizations	\$6.75
Holiday Rental (add 25% to facility charges)	25%
<i>Reserved Tournament Rentals</i>	
Individuals	\$6.75
Youth Non-Profit Community Organizations	\$3.50
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	
Tennis Courts - hourly per court	
<i>Reserved Practice and Game Allocations</i>	
Individuals	\$6.75
Youth Non-Profit Community Organizations	\$2.75
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	25%
<i>Reserved Tournament Rentals</i>	
Individuals	\$13.50
Youth Non-Profit Community Organizations	\$6.75
Adult Non-Profit Community Organizations	\$13.50
Commercial, For-Profit, or Out of Community Organizations	\$26.75
Holiday Rental (add 25% to facility charges)	25%
Outdoor Fields	
Baseball, Softball - hourly per field	
<i>Practice and Game Allocations</i>	
Individuals	\$6.75
Youth Non-Profit Community Organizations - per participant, per season \$16 maximum per family	\$6.75
Adult Non-Profit Community Organizations	\$6.75
Commercial, For-Profit, or Out of Community Organizations	\$13.50
Holiday Rental (add 25% to facility charges)	25%

Ramadas - per hour	
<i>Level A (Bushmaster South, Foxglenn 1, Thorpe)</i>	\$13.50
<i>Level B (Bushmaster North, Foxglenn 2 & 3, Arroyo, Ponderosa)</i>	\$10.25
<i>Level C (Buffalo, Mobile Haven, Old Town Springs, Ponderosa Trls)</i>	\$6.75
Equipment Rental - each, per day	
Equipment/Picnic Bag	\$21.50